

Notice of Default and Request to Cure Template

(Use agency letterhead)

Note: Send only after legal review and proper authorization

Date

Contractor Name and Address

Re: Contract # _____ -- Notice of Default and Request to Cure

Dear _____:

This letter will provide formal notice that [Contractor] is in default of the above-referenced contract, dated _____, for failure to ... [describe nature of performance failure; e.g., make timely delivery, non-conformity with specifications (identify spec.), meet performance standard, etc.], as required in ... [identify paragraph or page of the contract] of the relevant contract.

If you do not fully cure this default within ____ days after the date of this letter [or specify a date], the [State entity] may exercise its right to terminate the contract for cause, in accordance with paragraph ____ of the North Carolina General Terms and Conditions [or other applicable term].

Sincerely,

[Name and Title of person signing letter]